



STATE OF WISCONSIN \

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Wisconsin Emergency Management

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INFORMATION & GUIDANCE MEMO
03-02-03

DATE: March 6, 2003

TO: County Emergency Management Directors

FROM: Edward J. Gleason
Administrator

SUBJECT: TRANSMITTAL OF SURVEYS TO BE COMPLETED UNDER THE
FY 2002 SUPPLEMENTAL FUNDING AGREEMENT

In late December 2002, counties were provided with an Information & Guidance Memo, 12-02-02, FY 2002 Supplemental Funding Application. Part of this package was a list of “deliverables” under the Supplemental funding grant program. This list of deliverables included the completion, at the local level, of four (4) surveys affecting various response disciplines located throughout the county. Three of these surveys are attached and address: Communications Interoperability, Mutual Aid and Incident Command. These three surveys are intended to be completed relative to all agencies in each of the various response disciplines located within the county—fire, law enforcement, public health (including hospitals), EMS, public works and emergency management. The fourth survey is in the area of Public Health and will be issued by the Department of Health and Family Services.

Intent of the surveys:

Communications Survey. The intended purpose of this survey is to gather pertinent, factual information as to public safety communications interoperability within each county. Information from this survey will be used at the local level to update the County Emergency Operations (EOP) Annex C, Communications and Warning, as well as to identify “gaps” or problem areas in interoperable communications capabilities. This information will then be used by the county to develop a countywide plan, (including potential equipment purchases) to address those communications concerns and provide a basis for future requests for communications equipment funding. At the state level, the information provided through this survey will assist the state in addressing “regional” interoperable communications, as well as help set priorities for funding expenditures in the area of communications interoperability.

Mutual Aid Survey. The mutual aid survey is being conducted in order to facilitate regional planning objectives at both the state and local levels. The completed surveys will provide a snapshot of how extensive written mutual aid agreements are between all levels of responders. Information provided will also assist the counties in updating their EOP Annex “C”, Resource Coordination, and help identify potential gaps in coverage, as well as key elements needed to develop potential statewide mutual aid legislation. Coverage maps for the various services will be a key element as we begin to develop a regional database that is intended to identify information not only general services provided, but also specific or specialized services available through local responders.

This survey is intended to be completed by each response discipline within the county as identified above. The mutual aid survey should also be completed by specialized teams (i.e. bomb squads, hazardous materials response teams, K-9 units, SWAT teams, etc.), as well as their mutual aid response areas and specialized capabilities will often vary from that of their “parent” or sponsoring agency. For example, if Anytown Fire Department also had a hazardous materials team that provided a countywide or multiple county hazardous materials response service, then the mutual aid survey should be completed by both the fire department, as a whole, and the hazardous materials team.

Incident Command Survey. The Incident Command System survey will be used to determine the extent to which the Incident Command System is used by response agencies as a planning and response tool, the amount of training that may have been completed, the amount of training that is anticipated, any obstacles that may prevent the use of the Incident Command System in daily operations, and the amount of state and federal assistance that may be needed to implement the use of the Incident Command System throughout the state. The survey will also address the use of simulated disaster exercises to test the validity of Incident Command System training.

Information from this survey will also assist the county emergency management directors in updating the County EOP Basic Plan and/or Annex A, Direction and Control, as may be appropriate.

The survey is in two parts, a county and a local survey. The county survey is to be completed by the county director while the local survey needs to be completed by local response agencies. The county director will be provided with a list of suggested response agencies at the beginning of the survey.

Public Health Survey: In March the state Department of Health and Family Services (DHFS) will be fielding a multi-page public health survey. The completion and submission of the DHFS survey will most likely be done over the Health Alert Network (HAN) system and we expect county emergency management directors will be asked for input with regard to some of the questions. The completion and submission of this survey by the public health officer will be accepted as the public health survey deliverable under the county’s FY 02 Supplemental grant. It is suggested that county emergency management directors obtain a copy of the completed health survey as the information in it may assist them in updating Annex H (Health & Medical) of the county EOP.

Flow of information:

In general, each of the surveys (with the exception of the Public Health survey which addresses a specific response discipline) should be completed by individual response agencies in each of the response disciplines throughout the county. This Information and Guidance Memo and the surveys are initially being provided to the county emergency management directors with the intention that the EM directors forward the surveys to the appropriate response disciplines within their counties for completion. The completed surveys should be returned to the county emergency management director for consolidation/compilation as may be necessary and then submitted to the appropriate WEM regional office by the due date.

Survey Due Date:

The surveys need to be submitted to the regional offices no later than **June 30, 2003**. In distributing these surveys to local response agencies, county emergency management offices should establish a local timetable for completion and return to the county office, perhaps June 15, 2003, which would allow the counties some time to compile and submit the survey information back to the state by the June 30 date. The June due date is intended to allow WEM an opportunity to consolidate the information submitted and to begin to develop related statewide/regional planning and databases in a timely manner. (Please note that the June 30, 2003, due date is for submission to WEM; the Public Health Survey, as distributed by the Department of Health and Family Services, will probably have an earlier due date and would need to be completed and submitted by DHFS's due date.)

Questions relative to this Information and Guidance Memo and the associated surveys should be directed to your respective WEM regional director.

ATTACHMENTS:

- Communications Survey – Part 1
- ICS Survey 02 Supplemental
- Mutual Aid Survey Form

DISTRIBUTION:

- MG Albert H. Wilkening, TAG
- Governor's Legal Counsel
- WEM Staff

*Previous Information & Guidance Memo 03-01-03, 2003 Tornado & Severe Weather Awareness Week Drill Information and Warning Procedures.